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Approved For Release 2003/12/04 : CIA-RDP81-00706R000200120024-8

25X1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Foreign Documents Division

DATE: 7 February 1952

FROM : Chief, Classification and Wage Division

SUBJECT: Establishment of Special Translating Section

In reply to your verbal request of [redacted] of
this office concerning the classification positions for a
special translating staff attached directly to your office, we
wish to point out that it will be necessary for you to initiate
a formal request to the Organization and Methods Service for a
T/O change. Subsequent to their approval of this function, we
will establish grades for the positions authorized.

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✓ thru AD/0 acting chf. ^{Jan 201}
To Mgt Org - methods ^{2nd} E 664
req for T/o Revision

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Special Language Officer

Under the immediate direction of the Chief HOD

Special language officer is responsible for the processing of; A) foreign documents in the same language; B) handwritten foreign language documents in difficult script and/or; C) documents of such a nature as to require handling by only one person.

He is responsible for the accuracy of his work as he is the only one checking his own work.

He shall recommend the type of processing necessary in each such document, that is, whether full translation, summary or extract.

He must have sufficient experience and qualifications to enable him to act as a "trouble shooter" in performing translation and/or exploitation in any of the Branches of HOD as the need arises.

He must survey and plan in order that
F.D.N. may secure the best and latest reference
materials in all the exotic languages.

He must be capable of training linguists and
must be on call for such training duties as may
be assigned at any time.

He must be capable of and prepared to
master ~~and~~ additional exotic languages as the need
arise.

Inventor must have at least a degree of M.A.
and must have an expert knowledge of at
least ten languages including at least
six of the newer ones, and be able to produce
clear and accurate English text from documents
written in those languages.

He must be able to identify the language
of any foreign document and act as Division
Consultant on philological matters.

*He must perform other duties
as may be assigned by Chief FOH*